# PERSONNEL ACTION REQUEST FOR LWOP FOR 30 DAYS OR MORE

#### **MANAGEMENT EMPLOYEE** Family member PCS - Submit SF-52(s) for LWOP and - Request LWOP Resignation (If required) - Assign control number - Prepare Performance appraisal - Attach sponsor's orders **CPAC** Others - Review SF-52 and documentation - Submit SF-52(s) for LWOP - Log-into Tracking System and Resignation if required - Forward to CPOC-ESD - Assign control number - Prepare Performance [ 2 DAYS ] Appraisal (if required) - Obtain organization approval (fund cite, TDA, etc. - Forward to CPAC **CPOC - ESD** - Update Tracking System **CPAC** - Update DCPDS If required, prepare the following - Schedule & conduct out processing briefing documents: - Schedule and conduct PPP counseling - Executive Order form (if required) - Life Insurance, Health Benefits and TSP forms - PPP registration form [ 2 DAYS ] - SF-8/SF 75 - Input/print/review /sign SF-50 - Submit SF-50 to payroll - Forward SF-50/package to CPAC [ 3 DAYS ]

# PERSONNEL ACTION REQUEST FOR RESIGNATIONS

#### **EMPLOYEE**

- Submit SF-52 no later than 30 days prior to effective date

## **MANAGEMENT**

- Complete SF-52
- Assign control number
- Verify effective date
- Obtain organization approval (fund cite, TDA, etc.)
- Provide remarks if adverse circumstances
- Forward to CPAC

### **CPOC - ESD**

- Code & Sign SF-52
- Input/print/ review / sign SF-50
- Update tracking system
- Update DCPDS
- Forward SF-50 to payroll
- Forward package to CPAC (if employee is still employed, if not CPOC mails to employee
- Complete Benefits forms (if required)

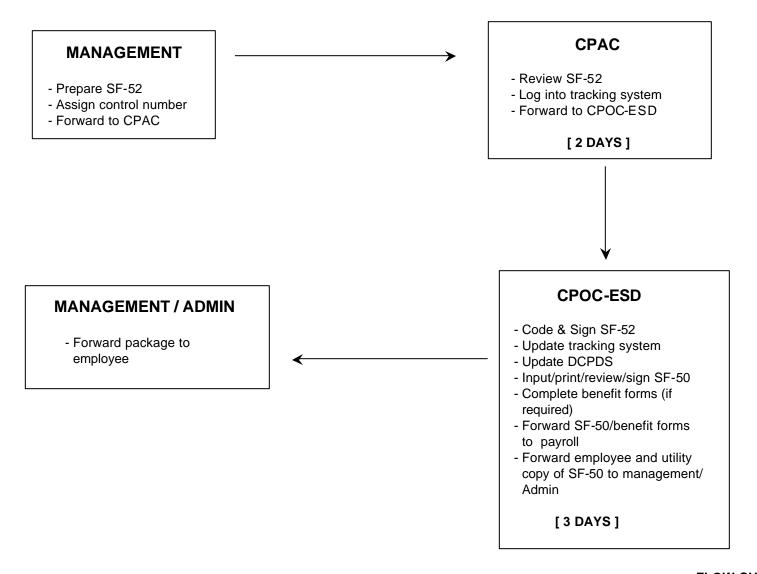
[ 3 DAYS ]

## **CPAC**

- Review for employee signature/effective date/reason for resignation/forwarding address
- Log-in tracking system
- Forward SF-52 to CPOC-ESD

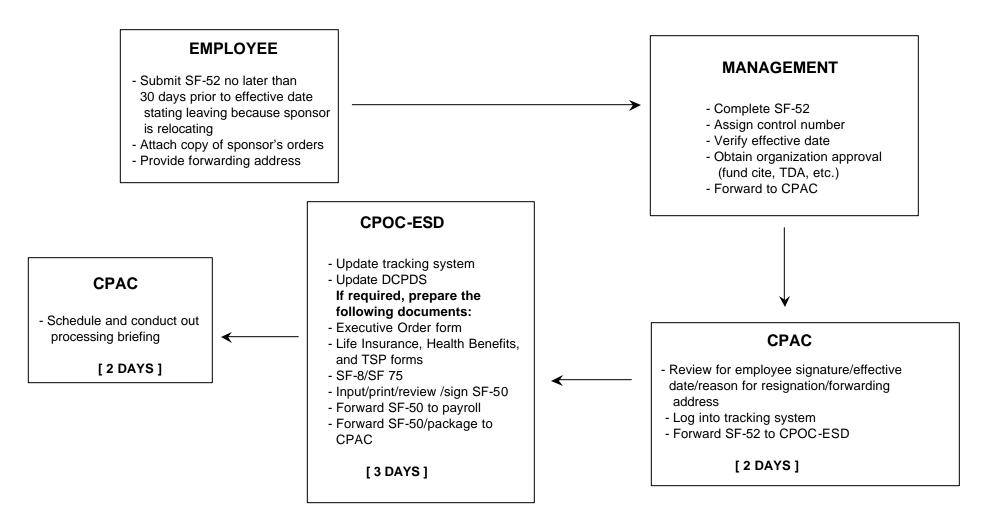
[ 2 DAYS]

# PERSONNEL ACTION REQUEST FOR RETURN TO DUTY



6 August 96 FLOW CHART No. 7-3

# PERSONNEL ACTION REQUEST FOR TERMINATION - SPONSOR RELOCATING



# PROCESSING NEW EMPLOYEES

# **CPAC**

- Call Selectee to pick up pre-appointment package (local hire)
- Inprocess all employees, assuring all forms and employee information are complete
- Forward complete inprocessing package to CPOC-ESD

[ 4 DAYS ]

### **CPOC-ESD**

- Review inprocessing package and complete SF-52
- Enter action into DCPDS
- Review SF-50
- Establish OPF
- Request OPF from losing Activity/ National Record Center
- Forward employee and utility copy of SF-50 and benefit forms to Management/Admin.
- Forward payroll copy to finance

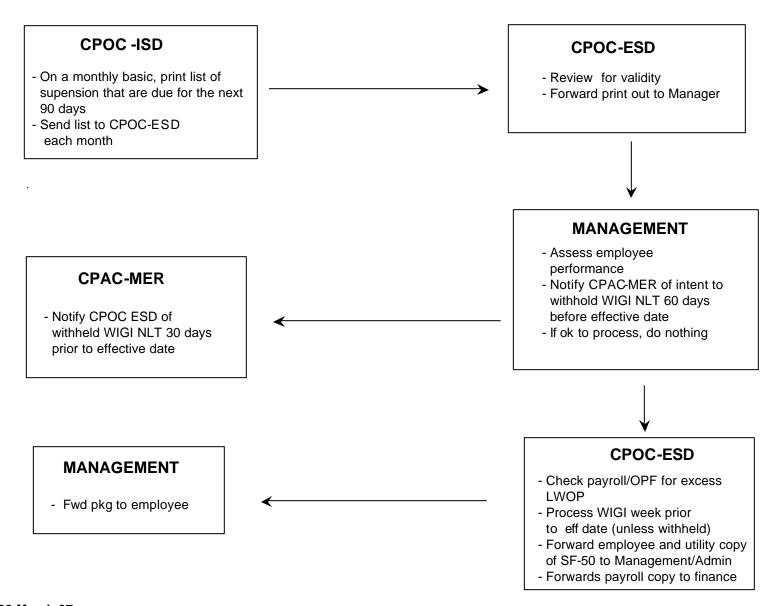
[ 5 DAYS ]

# MANAGEMENT/ ADMIN

- Forward package to employee

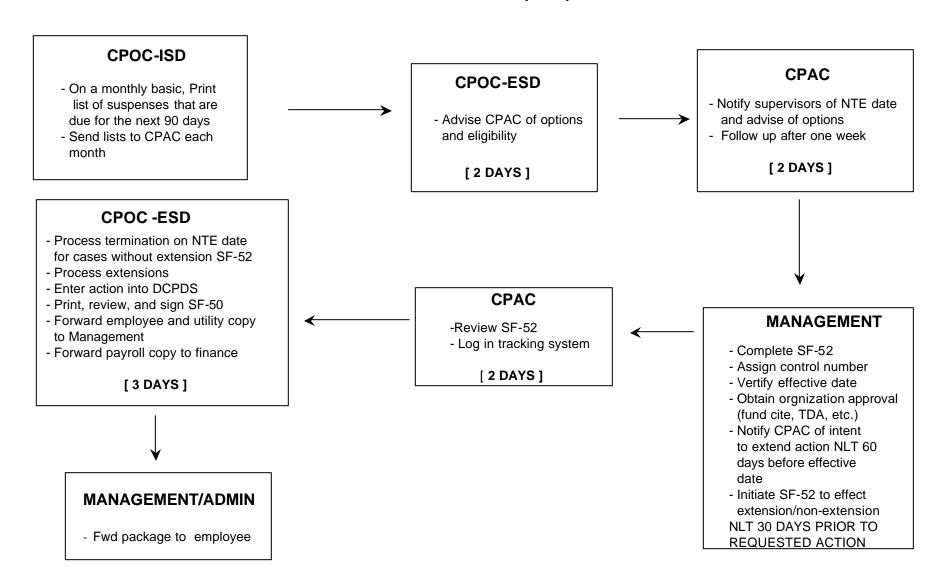
6 August 96 FLOW CHART No. 3-1

# PROCESSING WITHIN GRADE INCREASES (WIGI)

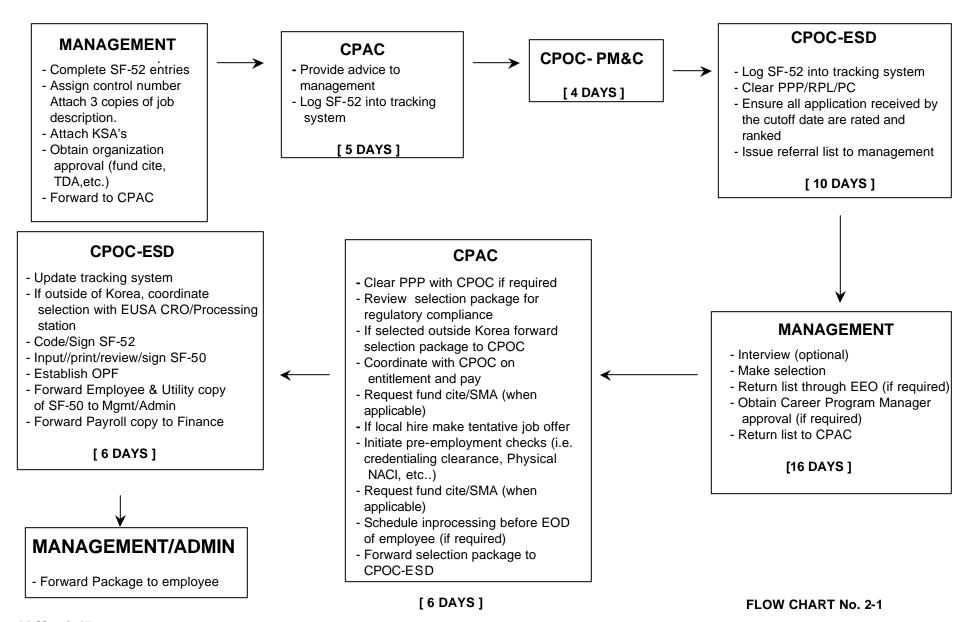


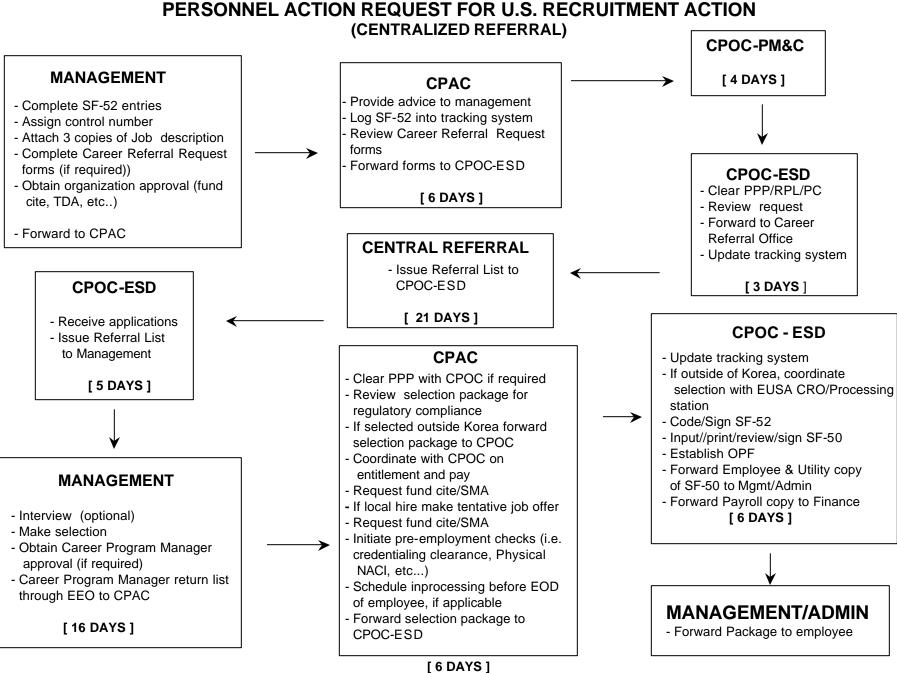
30 March 97 FLOW CHART No. 4-1

# **TERMINATING NOT TO EXCEED (NTE) ACTIONS**



# PERSONNEL ACTION REQUEST FOR U.S. RECRUITMENT ACTION (OPEN CONTINUOUS ANNOUNCEMENT)





12 August 97 FLOW CHART No. 2-3

# PERSONNEL ACTION REQUEST FOR U.S RECRUITMENT ACTION (INDIVIDUAL ANNOUNCEMENT EXCLUDE ATTORNEY POSITION)

#### MANAGEMENT

- Complete SF-52 entries
- Assign control number
- Attach 3 copies of Job Description
- Attach KSA
- Obtain organization approval (fund cite, TDA, etc..)
- Forward to CPAC

#### **CPAC**

- Clear PPP with CPOC if required
- Review selection package for regulatory compliance
- If selected outside Korea forward selection package to CPOC
- Coordinate with CPOC on entitlement and pay
- Request fund cite/SMA (when applicable)
- If local hire make tentative job offer
- Request fund cite/SMA (when applicable)
- Initiate pre-employment checks (i.e. credentialing clearance, Physical NACI, etc...)
- Schedule inprocessing before EOD of employee, if applicable
- Forward selection package to CPOC-ESD

[6 DAYS]

#### **CPAC**

- Provide advice to management
- Develop crediting plan
- Log SF-52 into tracking system
- Forward to CPOC-PM&C

[6 DAYS]

#### MANAGEMENT

- Interview (optional)
- Make selection
- Return list through EEO (if required)
- Send list for Career Program manager (if required)
- Return list to CPAC

[16 DAYS]

# CPOC-ESD

- Update tracking system
- If outside of Korea, coordinate selection with EUSA CRO/Processing station
- Code/Sign SF-52
- Input//print/review/sign SF-50
- Establish OPF
- Forward Employee & Utility copy of SF-50 to Mgmt/Admin
- Forward Payroll copy to Finance

[6 DAYS]

CPOC-PM&C

[ 4 DAYS ]

## **CPOC-ESD**

- Clear PPP/RPL/PC
- Prepare and distribute vacancy announcement
- Rate/rank applications; sent out qualified/not eligible letters.
- Prepare and forward Referral List(s) to management

[ 24 DAYS Korea Wide ] [ 48 DAYS World-Wide ]

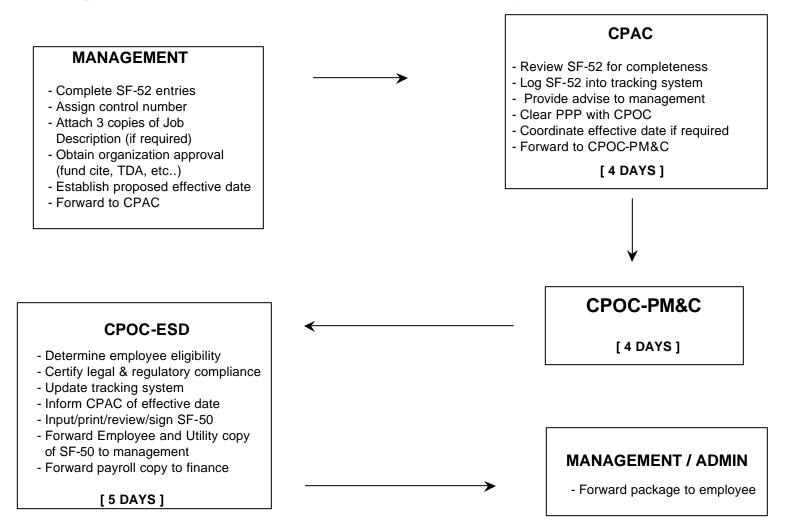
# MANAGEMENT/ADMIN

 Forward Package to employee

FLOW CHART No. 2-2

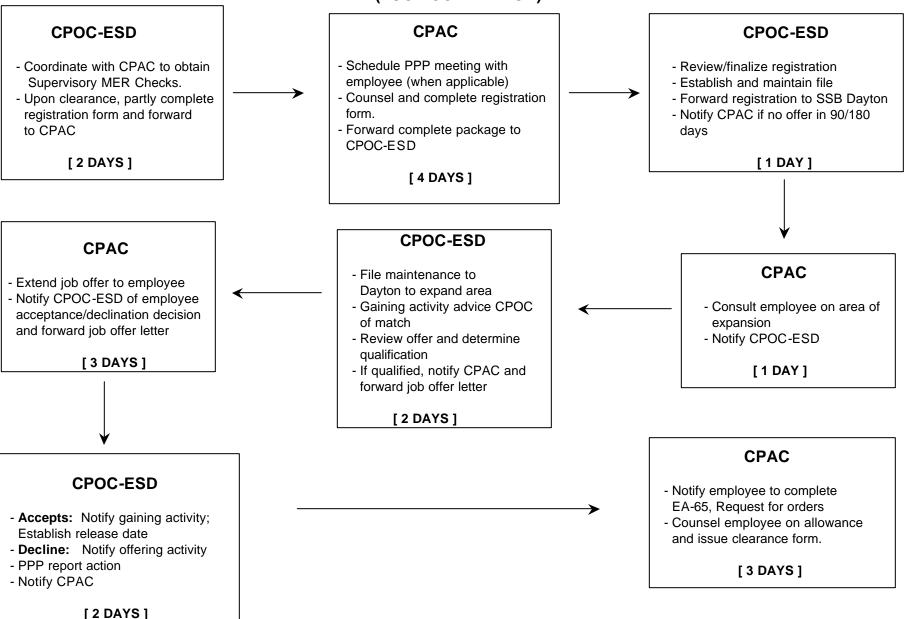
12 August 1997

# PERSONNEL ACTION REQUEST FOR U.S. NON-RECRUITMENT PLACEMENT ACTIONS (Reassignment, Extension, Temp Promotion, NTE 120 days, Conversions, Details)



6 August 96 FLOW CHART No. 2-4

# PRIORITY PLACEMENT PROGRAM REGISTRATION (TOUR COMPLETION)



# PRIORITY PLACEMENT PROGRAM, DEMOTION AND SEPARATION REGISTRATION (RIF NOTICE)

### **CPAC**

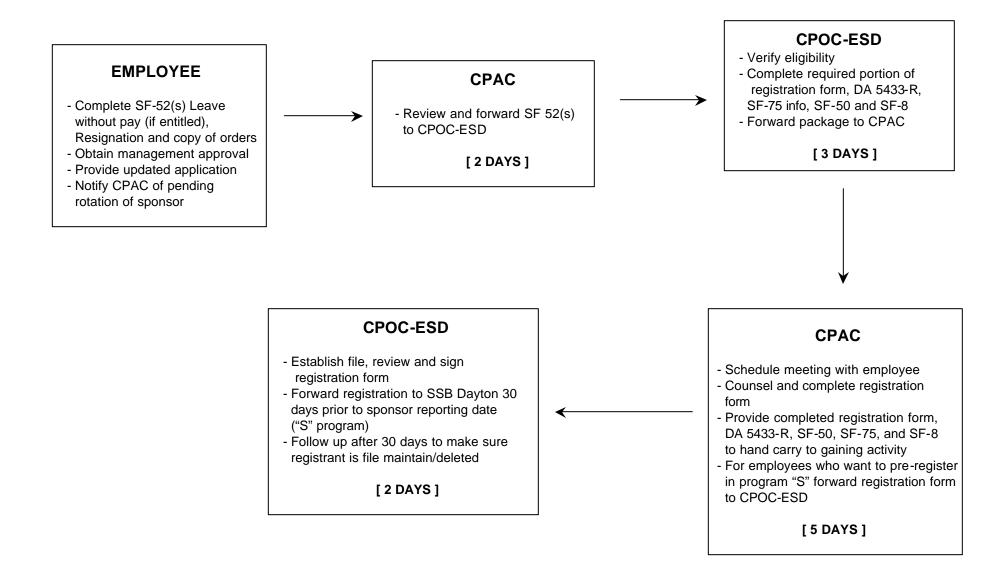
- Upon request from employee, schedule meeting
- Contact CPOC for registration information
- Counsel employee and complete PPP registration form
- Forward to CPOC

## **CPOC-ESD**

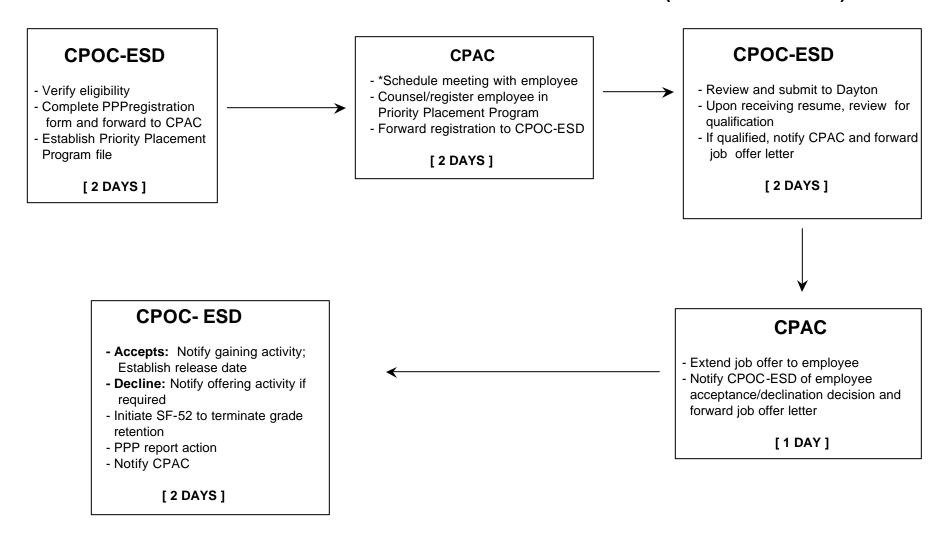
- Review and complete registration form
- Establish and maintain PPP file
- Forward registration to Dayton SSB
- If no offer by RIF effective date, register under program R if downgraded
- If separated, do file maintance for continuing registration

[ 2 DAYS ]

# PRIORITY PLACEMENT PROGRAM REGISTRATION (SPONSOR ROTATES) EMPLOYEES



# PRIORITY PLACEMENT PROGRAM REGISTRATION PROGRAM R (RETAINED GRADE)



\*Other employees hired from other activities eligible for program "R" will be registered at the time of inprocessing

# **APPLICATION PROCESSING - U.S. RECRUITMENT**

### **APPLICANT**

- Complete all forms required by announcement
- Submit/mail forms to CPOC

# **CPOC-ESD**

- Review application
- Adjudicate perference, ordinarily resident, special skills
- Rate/rank application
- Send employee Notice of Rating
- Update Applicant Supply File (if required)
- File application

[ 14 DAYS ]

6 August 96 FLOW CHART No. 2-5

# **REDUCTION IN FORCE PROCESS (RIF)**

#### **MANAGEMENT**

- Management initiates SF-52 for abolishment of position(s)
- Forwards abolishment(s) to CPAC
- Provides CPAC reason for RIF and signature information to be included in RIF notice to affected employees

#### **CPAC**

- Advises management of actions to avoid RIF; RIF procedures; use of vacancies; waiving qualifications for vacancies; early PPP registration, etc..
- Maintains log or other tracking system of abolishment SF-52
- Forwards information (SF-52s, reason for RIF, etc..) to CPOC

# **CPAC**

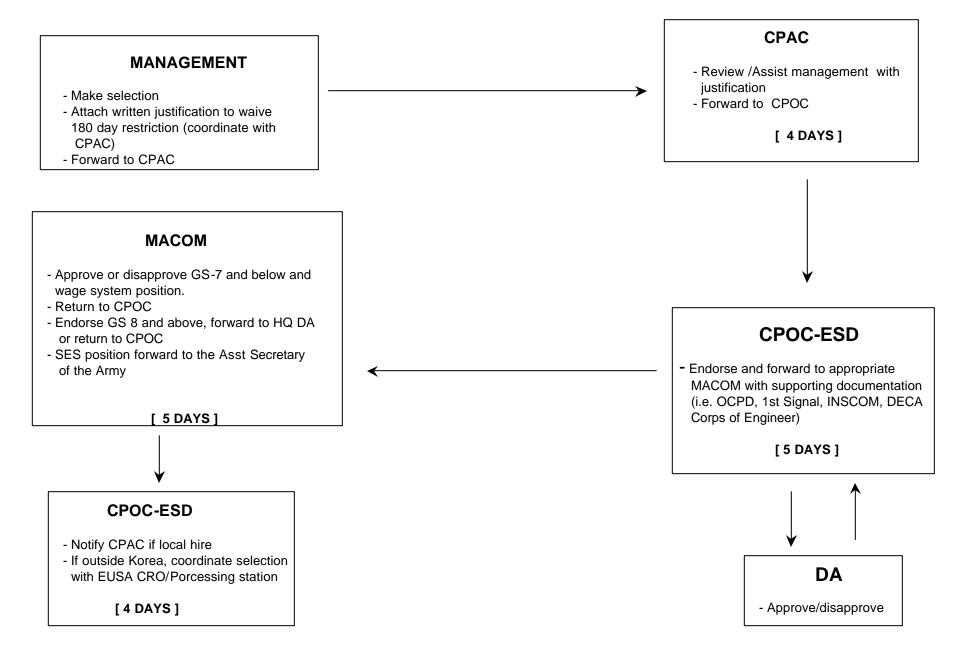
- Prints/signs/obtains signatures for, and issues RIF notices to employees (letters to employees whose position was abolished will be signed by management; letters to employees who were displaced will be signed by CPAC director or servicing Personnel Management Specialist) returns receipt acknowledge copy to CPOC
- Schedules employee/management briefings
- Schedules employee counseling for registration into PPP
- Works closely with CPOC/management on effects of RIF to minimize impact
- Answer questions from management/employees on RIF, retention standings, etc..

#### **CPOC**

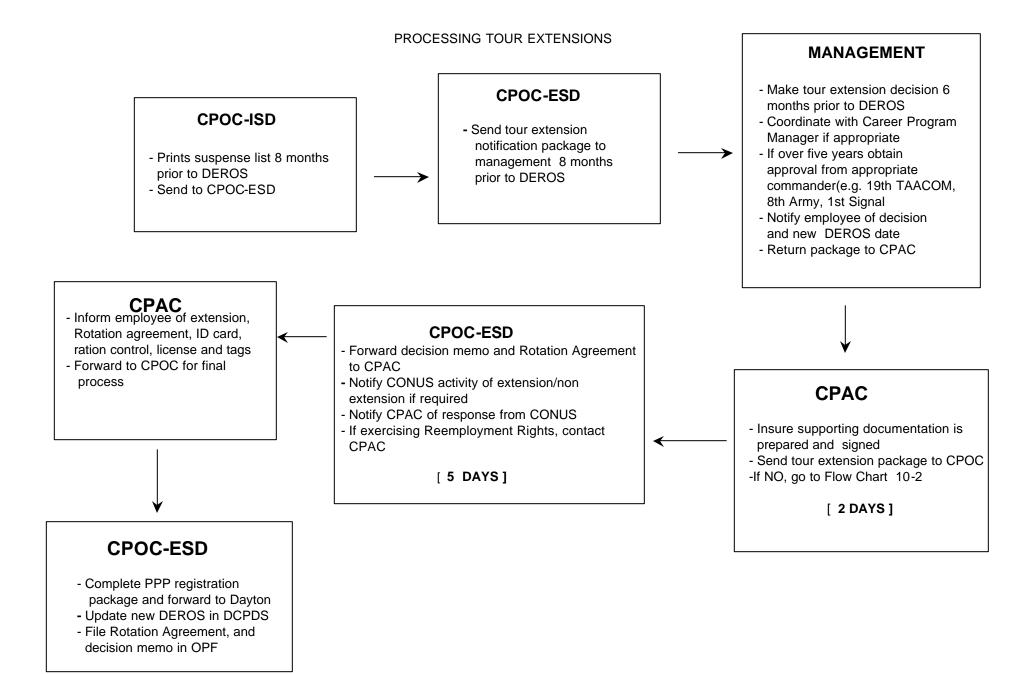
- Conducts Pre-RIF reviews Comp Levels; performance appraisals; svc comp dates; veterans preference, etc..
- Notifies MACOM/DA of RIF
- Prepares requests for VSIP/VERA
- Conducts RIF determines place rights, etc..
- Prepares and forward placement assistance letters to other agencies (e.g., Employment Commissions, other DOD Personnel Offices, etc..)
- Prepares RIF letters to be transmitted electronically to CPAC
- Transmits PPP registrations to DDSC
- Processes/codes personnel actions (Reass/Change to lower grade/Posn change/Separation); coordinates PERSATION; DCPDS entry; distributes SF-50; (ACTION MUST BE PROCESSED IAW ESTABLISHED PAYROLL CUTOFF)
- Provides information for reports

30 March 97 FLOW CHART No 5-1

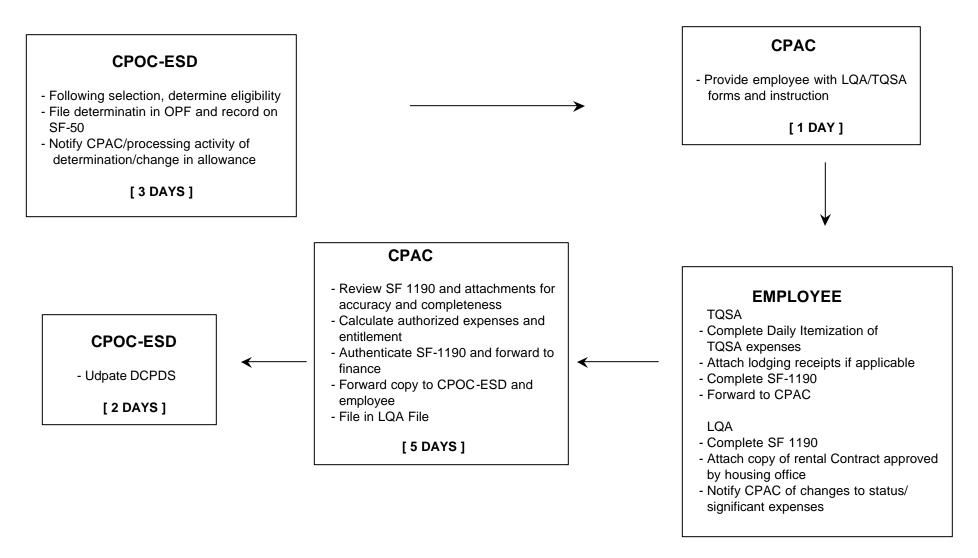
# **WAIVER OF 180 DAY RESTRICTION - RETIRED MILITARY**



6 August 96 FLOW CHART No. 2-6



# PROCESSING LQA / TQSA (STARTUP, STOPS, CHANGES, PROMOTION, LENGTH OF SERVICE)



13 October 96 FLOW CHART No. 6-2

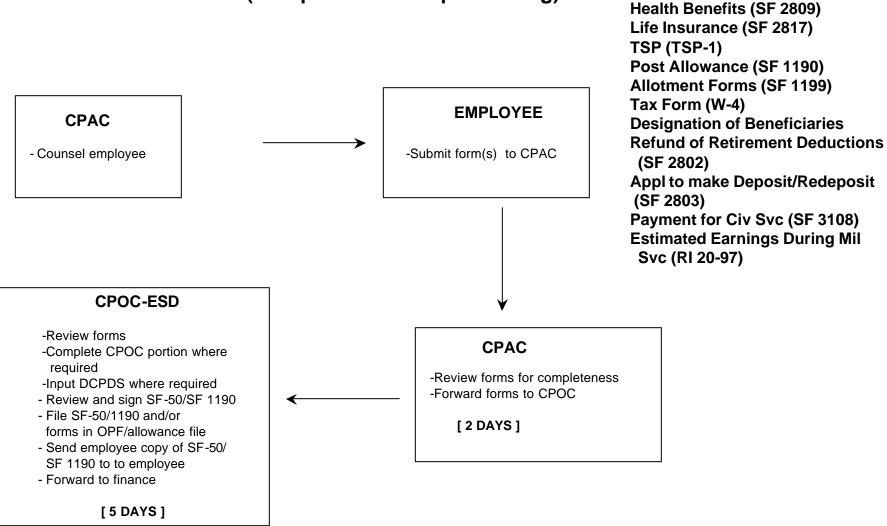
# PROCESSING REQUESTS FOR TRAVEL ORDERS (PCS, STUDENT TRAVEL, RAT)

# MANAGEMENT - Approve request for travel orders/ **EMPLOYEE** - Obtain organizational approval - Submit Request for Travel and fund cite Orders with copy of leave request - Forward request with copy of leave to management approval to CPAC **CPOC-ESD CPAC** - Update DCPDS with date of - Review for completion of form Transportation Agreement and coordinate eligibility with - File Transportation Agreement CPOC in OPF file - Complete Travel Orders - File Travel Orders in OPF - Have employee sign Transportation Agreement and forward to CPOC-ESD [ 5 DAYS ] - Inform employee to notify CPAC upon return from leave - Forward Travel Orders to Employee and copy to CPOC-ESD [ 2 DAYS ]

# PERSONNEL ACTION REQUEST FOR NAME CHANGE

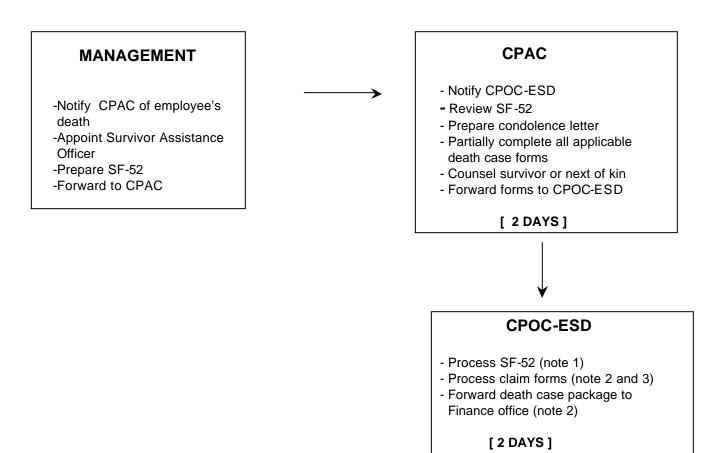
#### **EMPLOYEE** MANAGEMENT - Assign control number - Report name change to - Complete SF-52 Social Security Administration - Forward to CPAC - Complete SF-52 - Attach marriage certificate/divorcee decree and social security change - Forward to Management **CPAC CPOC - ESD** - Inform employee name change must - Update tracking system - Code/sign SF-52 be reported to the Social Security - Update DCPDS Administration. MANAGEMENT/ADMIN - Review & sign SF-50 - Counsel employee on possible - Forward payroll copy of SF-50 impact on benefits and benefit forms to Finance - Complete benefits and beneficiary forms - Forward package to - Review SF-52 for completeness - Process name change on all other employee - Input into tracking system benefits forms - File SF-50 in employee's OPF [ 1 DAY ] - Forward to CPOC - Forward package to Management/Admin [ 2 DAYS ] [ 5 DAYS]

# PROCESSING BENEFITS FORMS (Completed after Inprocessing)



6 August 96 FLOW CHART No. 6-3

# PROCESSING DEATH CASES



NOTE 1: Do not delay preparation and submission of SF-50 pending receipt of SF-52 from management or claims documents from the survivor or next of kin. SF-50 should be forwarded to Finance within 3 days of the date of death.

NOTE 2: Once claims are received from surviror or next of kin, they must be submited to finance withing 5 days of receipt.

NOTE 3: SF 2821 should be prepared immediately and an advance copy forwarded to OFEGLI using Federal Express. SF 2821 should be Federal Express to finance within one day of notification of employee's death.

# PROCESSING SEPARATE MAINTENANCE ALLOWANCE, POST DIFFERENTIAL (PD) POST ALLOWANCE (PA), AND REQUESTS FOR ADVANCED PAY

# **IN-COMING/CURRENT EMPLOYEES**

#### **EMPLOYEE**

- Submit completed forms as as applicable with supporting documentation: SF-1190, SF-2274, travel order, and SMA questionnaire
- Forward to CPOC

#### **CPOC-ESD**

- Determine eligibility
- Notify processing activity/CPAC of eligibility
- Complete SF-1190(s) for PD, PA, SMA
- Establish file
- Forward copies of SF-1190 to finance and employee
- Update DCPDS as applicable and file SF 1190 in allowance folder

[ 5 DAYS ]

# **DEPARTING EMPLOYEE**

#### **EMPLOYEE**

- Complete SF-2274, request for advance pay (foreign PCS)
- Forward to CPAC

# **CPAC**

- Review /approve SF-2274
- Complete SF-1190(s)
- Forward to fiancé

[ 2 DAYS ]

13 October 96 FLOW CHART 6-1

# PURPOSED PROCESSING FOR CAREER PROGRAM REGISTRATION DOCUMENTS

# CAREER PROGRAM MANAGER - Advise employee on procedures for Career Program registration - Advise employee on procedures for Career Program registration - Complete registration forms - Obtain Supervisor / Reviewer rating - Obtain ACPM approval (if ACPM available) - If advice/assistance needed, contact CPAC - Advise employee/assist employee on program procedures [3 DAYS]

**CENTRAL REFERRAL** 

13 October 96 FLOW CHART No. 2-7